CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

(Sponsor: NAVY PEOPLE-PROMS Dep Hd)

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CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

6801. Background to Non-selective Promotion

a. Currently, the following groups of ratings are subject to non-selective promotion:

(1) Ratings advanced to Able Rating BD1.

(2) Ratings up to Leading Hand in the Aircraft Control Specialisation, MA(SM) and QARNNS and up to Chief Petty Officer (CPO) in the Engineering Technician (ex-Artificers), Medical Technician and Communications Technician[1] (direct entrants pre-1 Nov 06 and sideways entrants pre-1 Sep 07) specialisations.

(3) Ratings up to Chief Petty Officer in the Engineering Technician specialisations who are Fast Track Ratings.

(4) Ratings advanced to Leading Hand who are part of the Accelerated Apprentice (AA) scheme.

(5) Ratings advanced to Leading Hand and/or Petty Officer who are part of the Undergraduate Apprenticeship Scheme (UGAS).

b. The above ratings will be advanced in rate, having served the requisite time period, not requested Early Termination[2], and fulfilled any other requirements as laid down in Chapter 74 to Chapter 90 (also see Chapter 69 Para 6914-a5) . For ratings with legacy rights to time based advancement, completion of the Senior Rates' Leadership Course (SRLC) remains a requirement for advancement to CPO.

6802. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date

a. On attaining the qualifications needed for advancement to AB1, units are to signal a Promotion Authorisation Request (PAR) on behalf of ratings to the parent ACOS(P&T) Career Management Cell (CMC)/Ratings Career Manager such that the substantive rate can be input on JPA.

[1] Now named Cryptologic Technicians.
[2] If a rating withdraws their Notice after the effective date of promotion, and that withdrawal is approved by the Career Manager, they will be advanced with effect from the date of the application.

b. Medical Technicians, Cryptologic Technicians or Engineering Fast Track Ratings who are unable to obtain the mandated qualifications (including professional and/or leadership) in branch Chapters for advancement to Leading Hand and above by their due date by time (i.e. having satisfied the service qualification) may, subject to the rules below, be entitled to receive the acting higher rate (and/or subsequent backdated advancement) on completion of the service qualification period (adjusted to take account of any accelerated advancement), providing they have not submitted a request for Early Termination. Additionally, Engineering Fast Track Ratings who have completed Leadership Course (LC) by due date may be advanced substantively in line with their Select, Train and Promote peers.

(1) If Service reasons, defined as:

(a) Operational reasons – exigencies of the Service including the short notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(b) Manning constraints – for example, where a ship/unit cannot release an individual to attend a training course due to workforce shortages.

(c) The Service's inability to provide the training required in time e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline are deemed to be the cause, or if the failure to qualify is attributable to pregnancy or maternity/paternity/adoption leave (as defined in JSP 760), individuals will be entitled to receive the acting higher rate with effect from their due date by time, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(2) If Non-Service reasons out with an individual's control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

i. In preparation for or during a Leadership Course.

ii. In preparation for or during a Royal Navy Fitness Test.

iii. Whilst participating in representative sport.

iv. Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness are deemed to be the cause, individuals will not qualify for advancement on their due date by time. Such ratings will, however, if completing the outstanding training within 12 months of their due date, be advanced on completing the training (if eligible in all other respects) and be entitled to receive backdated advancement (pay and seniority) from their due date, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(3) If Non-service reasons within an individual's control, such as:

(a) An approved period of unpaid leave.

(b) An approved career break.

(c) Being back-classed for academic reasons or having failed a Professional Course, they are given another chance.

(d) Being subject to a Career Check.

(e) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons are deemed to be the cause, individuals will not qualify for backdated advancement to their due date by time. Such ratings will instead be advanced when fully qualified for promotion, subject to satisfying all other advancement criteria set out in the appropriate Chapters (see also Para 6802 sub para c).

c. **Authority to Advance.**

(1) **Advancement to Leading Hand and Petty Officer.** For advancement to LH and PO, Commanding Officers (COs) are empowered to decide whether a rating qualifies for the award of the acting higher rate in accordance with the criteria set out at Para 6802 sub para b. If a rating is considered to warrant the acting higher rate and is eligible in all other respects, a PAR signal is to be sent to the rating's Career Manager or CMC (as appropriate), copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualification(s) ratings will, exceptional reasons apart (see Para 6803 sub para a, for action to be taken), relinquish the rate. Individuals who qualify fully for the higher rate during the 12 month period, whether awarded the acting higher rate or not, are to be confirmed immediately if meeting all other advancement criteria; in such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the Rating's Career Manager/CMC, seeking JPA action to reflect the higher rate and to apply the award of backdated advancement if appropriate. In addition, the acting higher rate may be relinquished if professional, disciplinary or CAP reasons apply.

(2) **Advancement to Chief Petty Officer.** Authority for awarding the acting higher rate lies with the Ratings' Terms of Service Team (NAVY PEOPLE-PSP EMP TOS OR). Cases involving the time based advancement of ratings to CPO must be referred, in the first instance, in writing to the Ratings' Terms of Service Manager. On receipt of approval, if appropriate, COs are to submit a PAR signal to the rating's Career Manager, copy to the Ratings' Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time, if they have failed to attain the outstanding qualifications (e.g. completion of Task Book; Leadership Course) ratings will, exceptional reasons apart (see Para 6803 sub para a), relinquish the rate. The acting higher rate may also be relinquished if professional, disciplinary or CAP reasons apply. Every effort is to be made to enable ratings to qualify fully at the earliest date. Individuals who qualify for the higher rate during the 12 month period will be confirmed immediately - COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate.

(3) On completing outstanding training within 12 months of the due date, applications for backdated advancement, if appropriate, should be submitted through COs to the Ratings' Terms of Service Manager and should contain evidence of a rating's efforts to qualify by their due date by time. Cases will be considered on their individual merits and, where warranted, backdated advancement will be approved. In such cases, COs are to send a PAR signal to the Ratings' Promotion Section, copy to the rating's Career Manager/CMC, seeking JPA action to reflect the higher rate. Retrospective action, however, will not be permitted if, through their actions (see Para 6802 sub para b (3)), ratings are clearly responsible for their failure to satisfy the advancement criteria, either by the due date or in the succeeding 12 months. Such individuals will be advanced, instead, on the day that they eventually qualify for the higher rate.

d. For AA trainees refer to the AA Warnings and Failure Policy detailed at Annex 68K.

6803. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date + 12 months

a. Ratings who fail to qualify fully within 12 months of their due date by time for advancement will typically lose any entitlement to backdated advancement when they finally become eligible for confirmation in the higher rate. If, however, 12 months after their due date, a rating believes that their continued failure to meet the criteria is attributable to Service reasons (Para 6802.b sub para (1)) or non-Service reasons outside their control (Para 6802.b sub para (2)), they may apply through their CO to the Ratings' Terms of Service Manager for an extension of the retrospective advancement qualification period and retention of the acting higher rate if applicable. The Terms of Service Team may award extensions of up to 6 months at a time. Applications should be accompanied by a copy of the individual's Full Service Documents. Individuals who qualify fully within the extra time, if granted, will be entitled to pay and seniority backdated to their due date by time.

This redress, however, will not be available to those ratings who fail to complete the training within the extended period, have an application for an extension rejected or are not entitled to an extension at all (e.g. if they are directly responsible for the time taken to satisfy the criteria). In these cases, ratings will be advanced on, and have seniority of, the day on which they finally qualify for the higher rate.

b. When a rating finally completes the outstanding training, COs are to send a PAR signal to the Ratings' Promotions Section, copied to the appropriate Career Manager, on their behalf seeking JPA action to reflect the higher rate and the award of backdated advancement only if prior approval has been granted by the Terms of Service Team.

6804. Medical Fitness

Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by RNMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default, the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank or rate, then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination (see Para 6804 sub para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for promotion should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then they should be considered fit for promotion.

If the individual was previously in a permanently reduced JMES, they should be assessed as per their previous NSMEB determination (see Para 6804 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any case of doubt is to be referred to the RNMEB.

6805. Disciplinary Matters

a. **Career Check.** Where time from a Career Check is a qualification for advancement, 6 months must have elapsed since a rating's last Career Check immediately prior to the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of 6 months (Para 7007 refers). Similarly, there is a minimum of 6 months Career Check requirement for re-advancement.

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers) except where Para 6915 sub para l applies for the granting of the acting higher rate.

d. **Suspended Sentence.** Ratings under suspended sentence of detention who require the requisite Career Check for advancement may, if recommended, be advanced on the date they would normally be eligible.

6806. Engineer General Service Branch Fast Track Scheme

a. The intent to introduce a Fast Track (FT) scheme under Faraday was announced in 2013. In order to cover the intervening period prior to introduction of the FT, an Interim Fast Track (IFT) scheme was introduced. IFT is covered in more detail at Annex 68E and IFT will continue to operate for those EGS ratings currently on the scheme and will remain subject to the extant IFT terms and conditions. The introduction of a FT scheme is an important element of the EGS Branch career pipeline, managing the talent of suitable individuals by selecting those ratings who are sufficiently motivated and demonstrate the necessary standards of leadership, engineering and academic ability.

The FT scheme gives EGS ratings the opportunity to accelerate their progression and be advanced based on time and qualification, affording individuals an accelerated advancement route. Selection will be via a three stage process with three entry points: initially at ET to LET, then at LET to POET and finally at POET to CPOET[3]. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians.

b. **Selection.**

(1) Individuals on the FT scheme will be subject to non-selective promotion through time and qualification, based on an advancement 'Due Date' calculated from when an individual joined the FT scheme. A selection process will be conducted prior to an individual being accepted for entry onto the FT scheme.

(a) **ET to LET.** The first selection opportunity will be on completion of Phase 2 Training (ET CC). This will provide the opportunity for the individual to demonstrate that they have the necessary academic ability and leadership potential to succeed on the FT scheme, and are capable of operating as a competent Leading Hand in a short timeframe. If selected, an individual will remain on the FT scheme until completion of their LET QC and LRLC. An ET selected in Phase 2 Training (ET CC) will be awarded a Due Date for advancement to LET of 24 months from the Fast Track Start Date (FTSD). The FTSDs given below for an ET in Phase 2 are determined by the stage of the training year they have reached when they are selected for the FT scheme, and will be used in the subsequent calculation for future Due Date:

i. Individuals who are selected from Phase 2 Training between 1 Apr and 31 Jul will be awarded a FTSD of the 31 Jul.

ii. Individuals who are selected from Phase 2 Training between 1 Aug and 30 Nov will be awarded a FTSD of the 30 Nov.

iii. Individuals who are selected from Phase 2 Training between 1 Dec and 31 Mar will be awarded a FTSD of the 31 Mar.

(When selected to be recorded on JPA as 'ProfessionalIFast Track LETINavyI'.)

(b) **LET to POET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme and be capable of operating as a competent Petty Officer in a short timeframe. The second selection opportunity will be on completion of Phase 3 Training (LET QC); this selection point will consider individuals who are currently on the FT scheme to LET and any individual who has demonstrated the necessary academic ability and leadership skills during their ET sea-time and/or while on LET QC.

An ET/LET selected in Phase 3 Training (LET QC) will retain the seniority date as a LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track POETINavyI'.)

(c) **POET to CPOET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme, and be capable of operating as a competent Chief Petty Officer in a short timeframe.

(d) The selection opportunity will be on completion of POET QC; this selection point will consider individuals who are currently on the FT scheme to POET and any individual who has demonstrated the necessary academic ability and leadership skills during their LET sea time and/or while on POET QC. A LET/POET selected to the FT scheme will be awarded a Due Date for advancement to CPOET of 36 months from their FTSD. The FTSD will be determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date. (When selected to be recorded on JPA as 'ProfessionalIFast Track CPOETINavyI'.)

(2) The pre-selection process will be co-ordinated by the Accelerated Technician Authority, ATA, and will seek to establish a candidate's qualifications, technical ability, potential and suitability for FT. In order to determine an individual's suitability based on aspirations, maturity, communication skills and potential to cope with the training and employment necessary in the FT Scheme's compressed timescale, the process for Phase 2 selection for FT to LET will be based on an individual's training and experience to date and include a FT Selection Interview (FTSI), and an academic examination. Candidates who are successful will then be presented to the termly FT Selection Board (FTSB), which will select individuals onto the FT scheme.

(3) The service eligibility criteria required to be considered either as a FT to LET, FT to POET or FT to CPOET is detailed within the Advancement Flowcharts at Para 6806 sub para h. The key academic and CLM requirements to be taken into consideration during the pre-selection process are as follows:

Table 68-1. Key Selection Criteria

Engineering General Service (except CIS Specialist)		
Selection Point	**Key Selection Criteria**	**Applicability**
FT Phase 1 During ET CC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent. ET(CIS)Spec only: English, Computer Science GCSE Grade 4/C above or equivalent and vocational qualification. 2. Completed FT academic assessment. 3. Above average score or training school equivalent during Phase 2 Module Assessments. 4. Potential for Command, Leadership and Management in the next higher rate. 5. Passed Pre-Selection Interview. 6. Recommended from Phase 2 Training to be a FT to LET. ET(CIS) Spec only - Recommend from Phase 2 Training to be FT to LET (DO, CARTU C/IS).	All ET2s who volunteer for FT during Phase 2 Training.
FT Phase 2 During LET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during Phase 3 Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from Phase 3 Training to be a FT to POET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All LETs who volunteer for FT during LET QC Training or have a FT positive recommend from sea for FT to POET.
FT Phase 3 During POET QC	1. Educational Qualifications - Maths and English GCSE Grade 4/C and above or equivalent 2. Above average score or training school equivalent during POET QC Module Assessments. 3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment. 4. Recommended from POET QC Training to be a FT to CPOET and/or recommended from sea. 5. Passed Pre-Selection Interview.	All POETs who volunteer for FT during POET QC Training or have a FT positive recommend from sea for FT to CPOET.

c. **Fast Track Recommendation From Sea.** The Head of Department is to take into consideration whether the individual has demonstrated suitable levels of competence during their routine employment and that their performance merits a recommendation as a potential FT POET or CPOET candidate. The recommendation is to be recorded on JPA as 'ProfessionalIFast Track POET RecommendINavyI' or 'ProfessionalIFast Track CPOET RecommendINavyI', with supporting comments included by the 1 and 2 RO in their next SJAR. The FT sea recommendation from the SJAR will form a part of the selection process for POET or CPOET FT and should include comments against the following attributes:

(1) Engineering Aptitude (not applicable to CIS Specialist).

(2) Technical Competence.

(3) Professional effectiveness and initiative.

(4) Work ethic and capacity to complete sea competence elements within compressed time scales.

(5) Any demonstrated academic ability to cope with an accelerated career progression.

(6) Potential to be a senior rating; reliability; power of communication; potential for CLM in the Next Higher Rank (NHR), and at POET and CPOET rates; confidence to take on additional challenges and the ability to think on a level above the peer group.

(7) Management Aptitude.

(8) For CIS Specialist: Demonstrated academic ability to cope with an accelerated career progression, including WE CPOETQC (comprising technical elements) and employment as a CIS Head of Group.

d. **Transfer to Fast Track - Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding; accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 68B and signed copies will be retained by both the ATA and the individual.

e. **Attending a QC.**

(1) The planning and enrolling of individuals onto a QC will be completed by the ATA in liaison with the relevant Career Management Cell (CMC) or Career Management (CM). In general, FT personnel will be provisionally allocated a QC start date at, or shortly after, completing their current QC. Attendance on a QC will be dependent upon the completion of all of the relevant advancement criteria detailed in Flowcharts at Para 6807sub para h. Frequent liaison between the employing ship and the ATA will ensure that Training Schools, CMs, CMCs and employing ships are able to plan effective movement of FT personnel.

(2) Given the nominal LET and POET QC start dates, mandatory pre-course learning is to be commenced no later than on achieving 8 months' sea service for an FT ET and 14 months sea service for an FT LET. This will allow sufficient time to complete pre-course learning prior to attending the respective QC. The mandatory pre-course learning is detailed in BR 2000(3)(1) Chapter 4 ME and BR 2000(4)(1) Chapter 4 WE (pre-course learning is not applicable to CIS Specialists).

f. **Streaming.**

(1) FT ETs will be streamed earlier than individuals who are not on the FT scheme, by submitting a preference on JPA.

(2) MEGS FT ETs should, where possible, achieve sea employment in all Groups (ML/EL) should be achieved prior to submitting Streaming Preference on JPA. After 6 months' sea service, an individual will be allocated a stream by the ATA in consultation with Ships' Staff. Once streamed, employment on board, where possible, is to be within the allocated stream. This will enable the FT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC.

(3) WEGS FT ETs will be streamed on selection for Fast Track to LET.

g. **Advancement Flowcharts.** The flowcharts can be found in Annex 75E.

h. **Leadership Training.**

(1) All FT personnel are to complete LRLC or SRLC, as appropriate, as part of their NHR. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by their Head of Department.

(2) There may be occasions where a FT individual is at their Due Date for advancement by time, but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' (see Para 6802 and Para 6803).

i. **Fast Track Failure Policy and De-Selection from Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training delivery, they will be de-selected from the FT scheme, revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex 68D.

j. **SJAR Reporting Requirements.**

(1) Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) Recommendations from sea for FT candidature for ETs & LETs should be considered for all personnel who have demonstrated the technical ability and CLM attributes at the NHR.

k. **Accelerated Technician Authority.** The ATA will manage all of the accelerated schemes on behalf of the Profession Managers (PM). They will be based within HMS SULTAN and HMS COLLINGWOOD and will be responsible for all accelerated activities, to include the following: selection, organisation and management of the Accelerated Scheme ratings career planning and tracking accelerated scheme activities; all associated JPA activities; management of failure within and removal from accelerated schemes. They will also receive and manage training returns from sea units.

l. **Phase 2 Training Selections - ET.**

(1) The FT Scheme is available for ET trainees during Phase 2 Training where an individual who wishes to be considered or is recommended by their Divisional Officer will be put forward as a candidate.

(2) The ATA will manage all selection interviews; Table 68-2 provides an overview of the processes required to ensure only suitable candidates are presented. This will apply to ME and WE Phase 2 courses and will be refined within each training establishment to ensure that interviews are available regularly in order that all ETs have the opportunity to be considered for selection.

(3) The selection process relies on those candidates who are identified, or volunteer themselves, being suitably informed and mentored by the ATA and their Divisional Staff in preparation for all aspects of the selection process and individuals needs to be successful on the FT scheme.

Table 68-2. ET FT Selection Overview

Event	Description
Introduction	• An introductory brief will be presented
Candidate Identification	• Potential FT ratings identified by DO and/or individual volunteers • Academic workbook issued - detail of maths exam to be taken before Selection Board (not applicable to CIS Specialist FT) • Interview with DO • List of potential FT candidates forwarded to ATA
Candidate Examinations	• Candidates undertakes academic assessment (not applicable to CIS Specialist FT) • Candidates receive interview brief from DO/ATA
Fast Track Selection Interview	• Candidates sit interview – up to 1 hour • Candidates informed of result of interview
Fast Track Selection Board	• Successful candidates will be transferred to the FT scheme and career managed separately under Advancement promotion regulations • Successful candidates complete transfer paperwork

m. **Phase 3 Training Selections - LETQC.**

(1) The FT Scheme will be open to trainees during LETQC where an individual who wishes to be considered, and is recommended by their Divisional Officer, will be put forward as a candidate.

(2) Those ET1s who were identified as potential FT candidates during sea employment and received a JPA recommendation from their previous unit will automatically be considered providing they have maintained this recommendation during the early part of LETQC. The ATA and Training Officer will advise any candidate who has previously been recommended, but does not now meet the criteria to be presented to the panel.

Table 68-7. LETQC FT Selection Overview

Event	Description
Introduction	• An introductory FT brief will be presented
Candidate Identification	• FT recommendation from sea • Potential FT ratings volunteer or identified by DO • Interview with DO • List of potential FT candidates forwarded to ATA
Fast Track Selection Interview	• Successful candidates will be transferred to the FT and career managed separately under Advancement promotion regulations

n. **Selection Announcements.** Announcements of successful candidates will be made when all candidates have completed their respective interviews and boards. Successful candidates will be transferred to the FT scheme. The ATA at HMS SULTAN/HMS COLLINGWOOD will also add a Fast Track competence 'Professional | Fast Track LET | Navy', 'Professional | Fast Track POET | Navy' or 'Professional | Fast Track CPOET | Navy' as appropriate to successful candidates JPA records.

o. **FT ET Employment Guidance.**

(1) Due to the short time at sea there will be a necessity for FT ETs to join and be released from units at a greater frequency than normal assignment cycles. To minimise disruption, this will be managed by both the relevant CM or CMC and the Unit management.

(2) All FT ETs will be employed in specific billets alongside their selective counterparts, but due to FT ETs undertaking shorter sea assignments they must gain a wide experience of different Sections and Streams in a shorter period. FT ETs should be placed into specific billets which have less impact on OC by the frequent movements incurred. Consideration will be given to how many FT ETs are employed within a Group, Department or Unit; especially when the unit may have a programme that requires a certain amount of stability or personnel and level of OC.

(3) Unit HODs and training Co-ordinators are to ensure that adequate employment and training opportunities are afforded the FT individual to meet their necessary training achievements. FT ETs will be expected to carry out the same role as non FT ETs however the scheme will expose individuals to higher level of responsibility at an earlier career point, which will require a degree of mentoring from unit staff. With the LET fulfilling positions as either a Deputy or Section Head and POET fulfilling positions of a Section Head, consideration will be taken by the ATA to manage any potential impact on a Ships' operational capability when assigning a FT LET and POET to, and from, a platform.

(4) Where a ship's programme changes or a FT individual cannot be suitably employed (such as ships in Upkeep) and the individual will be unable to achieve their advancement criteria, Ship's Staff are to liaise with the ATA to discuss alternative employment options.

(5) The ATA will actively track, manage and, where necessary, advise units on FT training. Any unit unable to facilitate the necessary training is to contact the ATA at the earliest point.

p. **Fast Track Progress Review Process.**

(1) The ATA will maintain a spreadsheet detailing exactly at which point an individual is on the scheme, their next training target and progress towards it.

(2) Within the first week of arrival at a unit, FT personnel are to meet with the department Training Coordinator to discuss and agree timescales for achievement of advancement pre-requisites. These agreed dates are then to be recorded as Personal Objectives in JPA and copied to the relevant ATA representative.

(3) Thereafter, Training Coordinators are to conduct monthly progress reviews with each FT technician during which training progress, forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however the formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA. The proforma at Annex 68K captures the full progress review process. It is recommended that completed proformas are copied to the ATA frequently as part of continual liaison but as a minimum must be submitted as follows:

(a) No less than every two months.

(b) On the issue, escalation or removal of any FT progress warning.

q. **Fast Track Progress Warnings.**

(1) The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(a) Failure to meet required training timelines for FT advancement.

(b) Failure to retain Command recommendation for advancement on the scheme.

(2) Due to the compressed timescales necessitated by this advancement scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 DO's Warning and Level 2 HOD's Warning. A flowchart of the FT warnings process is detailed at Annex 68L. In all cases, units are recommended to liaise with the ATA to ensure fleet-wide consistency for management of training risk within the scheme.

(3) Should an individual move assignments whilst on FT warning the despatching unit is to write to the new unit to hand over the Warning.

(4) In recognition of the need for timely action within this advancement pipeline, the FT Progress Warnings process does not require the raising of supporting appraisal reports, instead the proforma at Annex 68M is to be utilised.

(5) Removal from the Fast Track Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training Schools. Removal from FT will lead to individuals being subject to the standard Select, Train and Promote process.

r. **Career Management.**

(1) Career management of FT individuals will be conducted by the ATA (for EGS) and relevant CMs or CMCs (for other branches) following guidance in BRd 3(1) and BR 2000 series to ensure correct and appropriate employment is sought to facilitate the necessary FT training. The ATA (EGS) will be responsible for overseeing all aspects of the training and advancement for their respective cadre.

(2) ATAs will work to ensure there is minimal delay between assigning from course to sea, and sea to course.

(3) When considering assignments in response to any PE-OPDEF or Squad Trawl, CMs must highlight any FT ratings in order that the training implementations can be considered. FT ratings should still be considered for employment under these circumstances, provided that the impacts to training are minimised or mitigated by changes to career achievement points and dates agreed with the ATA.

(4) Where an individual, whether for Service or Non Service reasons, does not meet the timeline or criteria to return to the next higher rate qualifying course, then the place will be allocated to another FT rating or selectively promoted rating as directed by ATA. Where this occurs for Service Reasons, such as a unit being unable to release the individual due to operational requirements, then the FT rating will not be disadvantaged and will be booked on the next available course and any impact on achieving advancement will be recognised using AHR or remuneration through back pay.

6807. Engineering Submarine Branch Fast Track Schemes

For information on ESM FT schemes see Ch 73 Para 7301 and 7302.

6808. Probationary Leading Hands

a. The rank of Probationary Leading Hand (P/LHs, commonly known as PLETs) is applicable to those recruited under the AA Scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS).

b. All members of these schemes will join the RN as LHs but, to reflect their status as Untrained Strength (UTS), will initially be known as 'Probationary Leading Hands'. To differentiate them visually from trained LHs they will wear a white flash on their rank slides and a curved white upper sleeve flash on their No. 1 uniform and overalls.

c. The following criteria are applicable to P/LHs:

(1) P/LHs cannot exercise military command or issue lawful orders as a LH until they are confirmed in that rate. Nonetheless, any opportunities to experience leadership roles during training should be exploited.

(2) **Phase 1 & 2 Training.** During Phase 1 & 2 Training, establishments are to manage AA and UGAS personnel as they would any other Phase 1 or 2 trainees.

(3) **GS Sea Training.** After Enabling Course, EGS Accelerated Apprentice trainees will start a period of training at sea. During this stage, they will not receive the privileges of a LH. Whether embedded as a small group, or as individuals, they remain UTS and require the supervision and care suitable to that status.

(4) **Phase 3 Training Courses.** P/LHs will remain UTS while on Phase 3 courses. They can therefore only keep establishment and unit duties in a 'shadow' role, however this should not preclude them from double-banking LH duties to obtain experience and exposure. They are also subject to the AA warnings and failure policy see Annex 68K. Notwithstanding these distinctions, P/LHs on Phase 3 courses will be administered in the same way as their GTS ET and LH colleagues.

(5) **Standards of Conduct and Behaviour.** Exemplary conduct, behaviour, performance and dress is expected of P/LHs at all times. This should be reinforced at each stage of training by briefings from local staff and the AA/UGAS management teams. P/LHs may also need to undertake complementary or repeat instruction outside of core working hours. Such requirements will be at the discretion of the local management chain.

Note. *The UGAS scheme for ESM is detailed in Chapter 73.*

6809. Accelerated Apprentice (AA) Scheme

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LAET/POET (MEGS and WEGS) by means of a 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is completed and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LAET/POET(ME / WE).

b. The scheme is under DDPD governed via the NSEPB, chaired by DDPD. At Hd level, the scheme is owned by Hd BM, who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the EGS and ESM cadres, the scheme is managed by personnel formed as an Accelerated Technician Authority (ATA), while for AE it is the Accelerated Apprentice Air Engineering Recording Authority (AA AE RA) (see Note 1). For further information on AA(SM) scheme see Ch 73 Para 7304.

c. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline (see Note 2). Guidance on management of P/LHs can be found at Para 6808.

d. **Selection.** Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. AA candidates are recruited into their specific branch as AE, MEGS, WEGS or ESM (see Note 3). There are 2 AA intakes per year for MEGS, WEGS (2x ET(WE and 2x ET(CIS Spec) and AE, and 4 intakes per year for ESM.

(1) Recruitment of AA candidates is the responsibility of R&A. During this process the performance of candidates will be collated and recorded by the R&A Accelerated Engineer Coordinator (AEC).

(2) R&A AEC will present candidates' performance at the Final Selection Board (FSB). This will be attended by the R&A AEC, AA AE RA/ATA of the Branch and a member of the Branch Management team (OR8 or above) and will be presented with detailed feedback and thus make the final selection. To allow candidates to prepare to join the RN, the FSB is to be convened at the end of the recruiting cycle, approximately two months prior to the AA entry. The FSB also provides an opportunity between R&A and the Branch Management to review and improve the selection criteria and process.

e. For more information refer to Chapters 73 / 74 / 75 / 76 respectively for SM / MEGS / WEGS / AE specific guidance.

6810. Undergraduate Apprenticeship Scheme (UGAS)

For information on ESM UGAS scheme see Ch 73 Para 7305.

6811. MEGS Direct Entry Technician Scheme (DET)

a. The (DET) scheme is an example of a Lateral Entry (LE) route that focuses specifically on the recruitment of Suitably Qualified and Experienced Personnel (SQEP) from industry to shortage categories in the Royal Navy. Presently, the scheme is open only for entry into the MEGS cadre; achieving trained strength entry at the level of Petty Officer Technician (Marine Engineering) (POET(ME)).

b. On joining for New Entry Training, DET recruits will be Probationary Petty Officers. They advance to substantive POET at a defined point in their training pipeline (See Chapter 74 Annex 74G).

c. Once PAR has been raised to Substantive PO, Career Manager to "End Date" AA Competency.

ANNEX 68A

TERMS OF REFERENCE FOR ENGINEERING GENERAL SERVICE ACCELERATED TECHNICIAN AUTHORITY (MEGS AND WEGS)

1. Preamble

a. Career Management is about assigning the right people, with the right skill-sets, to the right job, at the right time, carefully balancing the needs of the Service and the development of the individual in support of operations, whilst maintaining MC of OC.

b. With the introduction of a number of Accelerated Technician (AT) schemes, and in order to deliver success in the schemes, an increased degree of Career Management and oversight of personnel is required.

c. The Accelerated Technician Authority (ATA) positions are OR7 posts within WFPT based in HMS SULTAN and HMS COLLINGWOOD and are responsible for supporting BM ENG SO2 in the management and oversight of the EGS ratings on an Advancement Scheme (including, but not limited to, Fast Track (FT), Advanced Apprenticeship (AA), and Direct Entry Technician (DET)).

2. Purposes

a. **Primary Purpose.** To act as a focal point for the stakeholder community on all aspects relating to the various EGS Advancement Schemes.

b. **Secondary Purposes.**

(1) The monitoring and recording of the progress of all EGS individuals on an AT scheme.

(2) Directing and supporting accelerated career scheme activities and requirements within training schools as required.

(3) To monitor AA recruitment through liaison with the CNR Accelerated Engineer Coordinator and select the candidates for the scheme as a member of the Final Selection Board (FSB).

(4) Liaising with CMCs and UPOs to ensure assignment action and UPO administration (pay, advancement, engagement status etc.) are enabled to meet the requirements of various AT schemes.

(5) Acting as a focal point for mentoring and championing the EGS members and potential members of the various AT schemes from application, recruitment and new entry through to specialist training and first complement assignment.

(6) Provide a source of advice and information for potential recruits to the scheme.

3. Accountability

ATAs are accountable to BM OR ENG SO2 for the following:

a. The selection of Fast Track ratings within the EGS Branch.

b. The management of EGS ratings on Advancement Schemes.

c. Contributing to Engineering Branch development as part of wider Naval personnel development and strategy[1].

4. Authority

ATAs are authorised to carry out the following:

a. Represent another member of the ATA Team as delegated.

b. Liaise with authorities across the MOD and Commands and elsewhere in pursuance of their purposes.

c. Sign correspondence on matters within their purpose, keeping superiors informed.

d. Represent BM ENG SO2 as required on matters relating to the Advancement Schemes.

5. Tasks

The principal tasks undertaken by ATAs are as follows:

a. **Coordinate and Attend the FSB.** The FSB will be convened roughly 2 months prior to the intake entry date to INT to select the top applicants for the scheme. The board will be convened by the ATA who is to contact BM WO1/2 to provide a board chair. CNR AEC will present the AA applicants to the board.

b. **Monitoring and Recording the Progress of all Accelerated Technicians.** The ATA will maintain a record of all individuals' progress towards achieving all training requirements for advancement prior to their AT Advancement Date/Due Date. The ATA will monitor an individual's progress towards their pre-advancement requirements[2], providing the ATA with confidence that all AT advancement requirements will be achieved on time. Analysis of candidate performance should be undertaken to develop future entry requirements for the scheme, in order that this information can be used to review entry criteria and weightings.

c. **Unit Training Co-ordinator Support.** The ATA will provide support to unit Training Co-ordinators in order to effectively support AT personnel whilst employed at sea.

d. **AT Focal Point.** The ATA team will be the focal point for all AT enquires, **supporting** Divisional Staff, Training School Staff and Career Managers in the effective management of all AT personnel.

[1] CNEO strategy which includes the personnel pillar, sits within the ES Division.
[2] As detailed in BRd 3(1) Chapter 68.

e. **Fast Track (FT) Selection Process.** The ATA will be responsible for the co-ordination of the FT Phase 1 (ET – LET), Phase 2 (LET – POET) and Phase 3 (POET-CPOET) selection process. This will include organising all FT activities, such as briefing Qualifying Course, as well as supporting the interview and selection board process under the Maximise Authorised Numbers (MAuN) as set by the Branch Management team for the particular cadre.

f. **Accelerated Scheme Transfer.** The ATA managers are to assist in the Identification and management of personnel worthy of transfer onto any of the Accelerated schemes. This is to be managed on a case-by-case basis via the appropriate Branch Manager.

6. Competencies

In general, the post holder is to be a CPO Engineering Technician of the appropriate Branch.

ANNEX 68B

CERTIFICATES OF UNDERSTANDING - TRANSFER TO OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Being subject to: Advancement by time (in accordance with BRd 3(1) Chapter 68) and possible changes in minimum notice for assignment to sea and shore.

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Selection Point	Date of Selection	Fast Track Start Date/LET Seniority Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BRd 3(1) Paras 6807/6808 and Chapters 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
LET / POET / CPOET*	

* delete as appropriate

Signed: ..... Rate/Rank: .....

Name (in capitals): ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.
[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.

The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed;

- all Fast Track competences have been removed from JPA; and

- the Individual's Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rate/Rank: .....

Name: ..... Date: .....

ANNEX 68C

FAST TRACK (WEGS AND MEGS) SELECTION INTERVIEW GUIDE

1. The Fast Track Selection Interview (FTSI) will take the following format:

a. **Board Introduction:** The FTSI president will introduce the board members and outline the requirements of the board.

b. **Self Introduction:** Candidates will be asked to give a short brief on their personal history and career to date.

c. **Training and Career Development:** Candidates should be able to demonstrate outline knowledge of the LET/POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.

d. **System and General Technical Knowledge:** Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.

f. **General Awareness:** Candidates will be expected to have an understanding of the organisational structure of ME or WE departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. Examiners' Guidance

Hints and guidance given to FTSB examiners regarding the standards they should be delivering/expecting:

a. Guidance for all candidates.

b. Ability to communicate orally and in writing.

c. Able to discuss various issues in a clear and logical manner.

d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may lack on board experience and may not use the correct terminology.

4. WEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of Interview	
Age & Date Entered RN	Age Now - Joined -	QEPO on JPA	Yes / No
President		Board Member	

1. Training & Career Development - *FT Candidates should be able to demonstrate/show*: Understanding of FT and non-FT timelines and qualifications up to and including WOET(WE). What are the Leadership and Management differences between LH and PO? Do they know role of LH as LHOM and its relation to the Divisional organisation? **CIS Specific** – Understand the role of the RIC of communications at sea.	
	/10
2. Weapon Engineering Department - *FT Candidates should be able to demonstrate/show:* WE Department Family Tree from CO down and the roles, main tasks Do they have a basic Understanding of board planning, e.g. weekly planning cycle, maintenance planning etc? Understanding the terms Operational Notice, Notice for Sea and the Operational Effect. Understanding of Explosive Handling and Explosives Organisation. What is the Duty watch organisation and responsibilities? **CIS Specific** - Explain the communication services to be maintained by Ships at sea, understand the requirements for a communications intentions signal (including timeframes) and define OPCALL as well as understand the reporting chain for CIS problems at State 1,2, & 3. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10

3. General Technical Knowledge - *FT Candidates should be able to demonstrate/show*: Knowledge of weapon systems and their Operational Capabilities Knowledge of internal and external communications, their capabilities and primary uses. Action Information Organisation (i.e.. How weapon and sensor systems interact on board including the Combat System Highway) Understanding the SHIPHAZ Procedures LOTO procedures and Preps for Sea routines **CIS Specific** – Demonstrate knowledge of computer networks and System networking. Knowledge of Communication Plans, Strategic, Tactical and Distress communication circuits. Explain IS systems in use onboard RN Vessels (e.g. DII/LC2) and what the systems are utilised for. Understand Basic fault finding of Communications Circuits. Knowledge of reversionary modes available to CIS systems. ***What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?***	
	/10
4. General Naval Knowledge - *FT Candidates should be able to demonstrate/show:* Types of vessel used in the RN and primary roles. Areas of tasking undertaken by the RN. Future platforms. ***Is the candidate's information current? Is it evident effort been made to do research?***	
	/10
5. Motivation - *FT Candidates should be able to communicate:* Why do you want to go fast track? Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers?	
	/10
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***	
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***	**/50**
Signed: **Board President**	

5. MEGS Fast Track Interview Proforma

Name & Rate		Course No	
Official Number		Date of PSI	
Age & Date Entered RN	Age Now – Joined –	QELH on JPA	Yes/No
Education Qualifications	(*List qualifications and grades*)		
Next Assignment	(*If Known*)		
President		Board Member	

1. Training & Career Development:
Detailed understanding of FT and non-FT timelines and qualifications up to and including WOET(ME) – e.g. timescales to PE, Operator Tickets, CDJ completion etc. Candidates should know the CLM and OC delivery difference between LH and PO. Do they know the length of each career course, pre-requisites for promotion, authorisation levels at each rank, BR references, Engineering Training Squadrons etc?

V STRONG/STRONG/SAT/POOR/V POOR

2. Engineering Department/Support:
Ability to draw ME Department Family Tree from CO down and talk about roles of all individuals in the tree, detailing main tasks and interaction with other departments. Do they have an understanding how onboard planning is conducted, e.g. weekly planning cycle, maintenance planning, FTSP planning/support etc?

V STRONG/STRONG/SAT/POOR/V POOR

4. Mathematics/Problem Solving:
Engineering Mathematics, test ability to problem solve and apply sound engineering logic/judgement to arrive at sensible answers, e.g. a compartment of length A, width B and depth C is filling with sea water at a rate of ∂m3 per/hour. Given sea water density of 1029kg/m3 how deep will the water be after X seconds and how much will this volume of water weigh? If water was added for a further 25% of the total time (X + 0.25X seconds) how much deeper will the water be and how much extras will it weigh?

V STRONG/STRONG/SAT/POOR/V POOR

5. General Technical Knowledge:
Reflection on material delivered during ETICC, e.g. basic fridge cycle and symptoms of various failures, gas-flow through a GT, ICE construction, safety, roundsmanship principles. Do they have a good understanding of system operation in and out of trade, correct use of engineering terms and symbols?

V STRONG/STRONG/SAT/POOR/V POOR

6. MEGS & General Naval Knowledge: Types of vessel used in the RN and primary roles. Propulsion and weapon systems fitted; areas of tasking undertaken by the RN. Future platforms. Do they know role of LH as LHOM and with regard to Divisional organisation? **V STRONG/STRONG/SAT/POOR/V POOR**	
Overall Performance on the Board: ***Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.***	
Result : ***V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET***	
Signed: **Board President**	

ANNEX 68D

FAST TRACK SCHEME (EGS) - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times an FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LET QC and recommendation to remain FT. The FT selection board during Phase 3 Training will consider all those who retain the FT recommendation from Phase 2 Training and, also, those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track POET Recommend I Navy'). Selection for FT to CPOET will be dependent on performance on the POET QC, recommendation for FT, Service History and requirement. The FT selection board during POET QC will consider all those who have a recommendation from sea (recorded on JPA as 'Professional I Fast Track CPOET Recommend I Navy'.

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

e. FT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service will start on completion of LETQC, POETQC or CPOETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule, this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and also highlight to the ATA the potential delay in the individual's progression.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802 which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET, POET or CPOET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings that, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to be retained or removed from the FT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC), see Para 7.

d. Discipline resulting in Disrating or Career Check.

e. Career Break.

4. De-Selection from the FT Scheme

a. Once selected, an individual will remain on the FT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY/SUY(E) Scheme (if failing on this scheme acceptance back onto the FT scheme will be on a case-by-case basis as determined by the relevant BM SO2).

b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

c. When being de-selected from the FT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

(2) An SJAR or Insert Slip raised detailing reasons for the de-selection.

(3) FT Certificate of Understanding (Part B), to be completed by the ATA.

(4) ATA to remove the JPA FT competence.

(5) Individual's seniority date to be agreed with CM and recorded on JPA.

5. Volunteer for Removal from the FT Scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM.

b. The request by an individual for removal from the FT scheme is to be forwarded to the relevant CM for review and consideration. The CM will provide career advice to the individual including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below;

(1) The FT ET is to submit a formal request detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination the ATA will liaise with the CM before advising the HOD on future employment plans.

(3) If at sea in a complement billet, the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination but occurs on LETQC or POETQC the individual will continue on the course as subject to selective promotion. All cases will be treated individually and be approved by the relevant CM.

c. Individuals removed from the FT will be career managed by their appropriate CMC and be employed according to the Needs of the Service.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA and CM to assess the impacts to the individuals training. Where a FT individual is being back classed then following liaison with the FTA/ATA the Training School will review the circumstances of the back classing and consider on a case-by-case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s) then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM and the FTA/ATA.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304
[2] HMS SULTAN TSOP3 :3:3

7. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those FT personnel who fail to pass LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases and where there is sufficient mitigation and a recommend to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff a de-selection from the FT scheme waiver may be considered. This must be approved by the FTA/ATA.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

The details given in Table 68D-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case-by-case basis by the training School in consultation with the relevant CM. Where an individual is removed from the FT scheme, the ATA will complete all relevant actions for the removal of the individual from the FT scheme.

Table 68D-1. Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 2 Training ETICC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of academic Module(s)	Transferred to Selective Promotion Continue in Phase 2 training (Note 3) Future assignment by CMC
Sea Employment as ET2 and ET1	Competence as a ET not achieved within 9 months sea service. Removal of FT Recommend (Note 9) Not complete AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (See Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)

(Continued)

Table 68D-1. Fast Track Scheme Rules Regarding Failure (Continued)

Training Point	Reason for Failure	Actions to be completed on Removal from Fast Track (Note 10)
Phase 3 Training LETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (See Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 4 Module Assessments (Note 1) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)
Sea Employment as POET	Competence as a POET not achieved within 18 months sea service. Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Remain at sea as POET Warning levels to be adjusted (Note 4) Assigned by CM (Note 5)
CPOET QC	NGT Failure (See Para 5750) Removal of FT Recommend (Note 9)	Transferred to Selective Promotion Assigned back to CM as a POET (Note 10)

Notes:

1. FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School, ATA and relevant CM on a case by case basis and may result in removal from the FT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individuals seniority and due dates may be adjusted accordingly as directed by the relevant CM and ATA/FTA.

3. An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the relevant CM and ATA/FTA should be sought by units.

5. On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM or CMC is to ensure the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the FT scheme.

7. On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.

8. It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the ATA/FTA and the relevant CM.

(Continued)

Notes (Continued):

9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC and CPOETQC) may make a recommendation for the individual to be removed from the FT scheme to the ATA/FTA and relevant CM.

10. On failure and removal from FT the ATA/FTA will complete all necessary actions and will also liaise with relevant CM or CMC regarding future employment and assignments. Where necessary the CMWO1 will advise on individual cases.

ANNEX 68E

INTERIM FAST TRACK SCHEME

1. The EGS IFT scheme was introduced in advance of the Steady State FT scheme and provided an opportunity for the current strength ETs and LETs to have an accelerated route to POET. Capacity within legacy POET Enabling Training, followed by the POET Qualifying Course (QC) has been utilised to provide the appropriate higher level training before a period at sea to consolidate and acquire experience.

2. With the development and introduction of the Individual Competency Framework (ICF) designed QCs, the legacy training courses are being replaced and the Enabling Training for the IFT scheme removed from the Training Programme. As a result of this, the training pipeline is being amended for those who have been selected for IFT, but have been unable to be assigned or successfully complete the POET Enabling Training. These IFT personnel are being locally managed by the ATA and assigned to a revised training package that utilises LET and POET QC.

3. To remove any confusion between the Interim and Steady State FT schemes where possible the Terms of Service and Failure Policy have been aligned. During the development of the Steady State FT scheme the current IFT policy was reviewed and updated.

4. The policy laid down is applicable to personnel who were selected onto the Interim Fast Track prior to 1 Oct 15. Unlike Steady State FT, where there is a two stage selection process, personnel who are currently on the IFT scheme retain the rights of their due date for advancement up to POET, provided that they are eligible in all respects for advancement.

5. Management of IFT Personnel

A higher degree of external management and oversight of IFT is required to ensure personnel maintain the required standards and maximise the opportunities for sea experience between training courses. The Steady State FT scheme has introduced a CM EGS JR WO1, and an ATA, which will be based in HMS SULTAN and HMS COLLINGWOOD. The CM EGS JR WO1 and relevant ATA are also the focal point for all issues relating to IFT personnel. As the Fast Track Authority (FTA), the ATA will also provide the requisite assurance to Profession Managers of progress of all personnel within the IFT scheme.

6. Transfer to Interim Fast Track – Minimum Assignment Notice

The IFT scheme accelerates individuals to POET and may require shorter than the minimum assignment notice. All individuals on the IFT scheme may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in Chapter 59 Section 11. This will be acknowledged by individuals when they sign the Certificate of Understanding (Part A); accepting the Terms of Service detailed for IFT, including waiving their rights to promotion under the selective promotion route and accepting that they may be assigned at less than the normal assignment notice period. Should an individual be removed from the IFT scheme then the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding for IFT personnel can be found at Annex 68F and signed copies will be retained by both the ATA and the individual.

7. Interim Fast Track Training Returns

The ATA will maintain a record of progress towards achieving the training requirements detailed in the flowcharts. Ship's Staff will assist with this process by submitting a Training Return to the ATA either 3 monthly or when key milestones are reached/missed. All IFT personnel will be expected to proactively manage and own their training and present a training plan to the unit Training Co-ordinator detailing when they believe they will achieve the required next higher rate eligibility criteria. An individual's Training Plan should be reviewed and used to set SJAR Personal Objectives, aligned with the information contained on a unit's Training Return.

8. IFT Flow Charts

ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART FOR INDIVIDUALS WHO HAVE COMPLETED POET ENABLING TRAINING AND POET QC.

The following rules apply to personnel who have been selected for the Interim Fast Track scheme and have completed POET Enabling Training and POET Qualifying Course.

LEADING ENGINEERING TECHNICIAN
Awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date

Criteria for Advancement to POET (Interim Fast Track)

a. Successful completion of POET Qualifying Course recorded on JPA as ME|POET ME Qualifying Course (ME284)|Navy| or WE|POET(WE) Career (WE315)|Navy|. (Note 2)(3)(4)(6).

b. Hold Professional Qualifications SOC and MEOOW2C to be completed within 18 months' sea service; recorded on JPA as 'Professional Switchboard Operating certificate DB33)|Navy' and 'Professional Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy' (Applicable to ET(ME) personnel only).

c. Completed OJT and Passed OPS Assessment for LET. Recorded on JPA as 'Professional|OPS for LET(ME) DQ40|Navy' or 'Professional|OPS for LET(WE) DQ40|Navy|'. (8).

d. Completed SRLC. Recorded on JPA as 'Miscellaneous|Senior Rates Leadership Course|Navy|' (Para 6909). (5)

e. In date for RNFT or hold approved waiver on date due advancement (Para 6806), recorded on JPA as 'CMS|Fitness Test|Navy|'. (1).

f. 18 months' sea service as a LET.

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Recommended for advancement to POET on Appraisal Report. (7).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN (Note 5, Note 7)
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in Chapter 67

Notes:

*1. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.*

2. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course will result in the individual being deselected from IFT, however, they will remain on the QC, but not on the IFT scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*3. **Unsuitable Candidates.** Where, during the period of the QC, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from IFT and the QC and will continue to serve in their current rate. They will transfer from IFT back to Selective Promotion as the eligibility route for future selection.*

4. Failure to complete Professional and/or Leadership Course. Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete LET/POET QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

5. All IFT personnel shall complete SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department. There may be occasions where an IFT individual is at their Due Date for advancement by time but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate will be considered against the 'Inability to Satisfy Criteria for Advancement' as detailed in Para 6803.

(Continued)

Notes: (Continued)

*6. **Refusal to Complete POET QC.** Individuals who refuse to undertake the QC will be deselected from the IFT scheme, continue to serve in their current rate, and transfer back to Selective Promotion.*

7. If for any reason an LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules.

8. If the OPS Assessment is passed by a rating who is already qualified for advancement by service, then the seniority date for advancement will be the examination date.

9. ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) - INTERIM FAST TRACK ADVANCEMENT FLOWCHART

The following rules apply to personnel who have not completed POET Enabling Training and POET Qualifying Course.

ENGINEERING TECHNICIAN 2

Engineering Technician 1 - Pre-Advancement Requirements

a. Completed RALEIGH – Phase 1 Training.

b. Completed Phase 2 Training. (1)(2).

c. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

d. Display required proficiency in accordance with competencies as laid down in the ICF as ET2, authorised by HOD. To be recorded on JPA as ‘Professional|Engineering Technician (Engineering) (GS)|Navy|ET1 Sea 1’. To be completed within 4 months sea service (applicable to ICF trained ET(ME) personnel only). (3)(4).

e. Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as ‘Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy’ (Applicable to legacy trained ET(ME) personnel only). (2).

f. Completed OJT TB and OPS Assessment as an ET(WE)(CIS), authorised by the HOD. Recorded on JPA as ‘Professional|OPS for AB(CIS)(QQ50)|Navy|’. To be completed within 12 months’ sea service (ET(WE)(CIS) only). (2).

g. Completed ET(WE) Task Book Section 2A. To be completed within 4 months sea service (ET(WE) only). (2).

h. At least 6 months since last Career Check (if any) on date due advancement.

i. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

Advanced to **ENGINEERING TECHNICIAN 1**

Leading Engineering Technician – Pre-Advancement Requirements

a. CBRNDC TB to be completed and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. (3).

b. Serving on an ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. Display required proficiency in accordance with competencies as laid down in the ICF as ET 1, authorised by HOD and recorded on JPA as 'Professional| Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 12 months' sea service as an ET (Applicable to ICF trained ET(ME) personnel only). (4).

d. Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' within 12 months' sea service as an ET (Applicable to legacy trained ET(ME) personnel only) (2).

e. Streaming Preferences submitted and showing on JPA. (5).

f. Completed ET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy' or 'Professional|OPS for ET(WE) DQ40|Navy|' or 'Professional|OPS for AB(CIS)(QQ50)|Navy|'. To be completed within 12 months' sea service (Applicable to legacy trained ET personnel only). .

g. Completed COMMS202 Career Course, recorded on JPA as Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy| (Applicable to Ex-CIS personnel only). (7).

h. A minimum of 12 months sea service as an ET.

i. LRLC completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|' (Para 6909). (10).

j. Passed LET QC by nominated Due Date; recorded on JPA as ‘ME|LET(ME) Career (ME 151)|Navy’ or ‘WE|LET(WE) Weapons Career (WE 211)|Navy’ or ‘WE|LET(WE) Sensors Career (WE 212)|Navy’ or ‘WE|LET(WE) CIS Career (WE 213)|Navy’. (6)(8)(9)(14).

k. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

l. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

Advanced to
LEADING ENGINEERING TECHNICIAN

Petty Officer Engineering Technician – Pre Advancement Requirements

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. To be EFP in accordance with Para 9638 and recorded on JPA as ’Educational|RN/RM QEPO/Sgt|Navy|’.

c. Hold Professional Qualifications SOC and MEOOW2C to be completed within 12 months’ sea service; recorded on JPA as ‘Professional|Switchboard Operating certificate (DB33)|Navy’ and 'Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy'. To be completed within 12 months’ sea service (Applicable to all LET(ME) personnel only).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as LET, authorised by HOD. This is to be recorded under ‘Professional|Engineering Technician(Engineering)(GS)|Navy|LET Sea’. To be completed within 18 months’ sea service (Applicable to ICF trained personnel only). (12)(13).

e. Completed LET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as ‘Professional|OPS for LET(ME) DQ40|Navy’ or ‘Professional|OPS for LET(WE)|Navy|’ or ‘Professional|OPS for LS(CIS) QQ40|Navy|’ (Applicable to all legacy trained LET personnel only). .

f. 18 months’ sea service as an LET.

g. SRLC completed and recorded as JPA competency ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103|Navy|’ (Para 6909). (10).

h. Passed POET QC by nominated Due Date; recorded on JPA as ME|POET(ME) Career (ME153)|Navy' or 'WE|POET(WE) Weapons/Sensors POET(WESM) Career (WE 317)|Navy' or 'WE|POET(WE) CIS Career (WE 318)|Navy'. (6)(8)(9)(14).

i. Recommended for advancement on Appraisal Report at Due Date. (11)(14)(15).

j. At least 6 months since last Career Check (if any) on due date for Advancement (if later).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Chapter 67

Notes:

1. On completion of ET(CC) where an ICF course has been undertaken a Career Development Journal (CDJ) will be issued. An individual who completes an OPS course will be issued the OJT Task Book.

2. ET(ME) personnel who commenced their ET(ME) career course prior to Jan 15 are to have completed and been awarded the following legacy OPS competencies for the eligibility criteria for advancement to ET 1 and LET:

a. Advancement to ET(ME)1 - Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as 'Professiona|Achieved MEMOC (Harbour) (DQ50)|Navy'.

b. Advancement to LET(ME) - Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as 'Professiona|Achieved MEMOC (Full) (DD44)|Navy' and awarded OPS at ET1 recorded on JPA as 'Professional|OPS for ET(ME) DQ40|Navy'.

3. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book.

4. Competence as an ICF trained ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 12 months' sea service as an ET.

(Continued)

Notes: (Continued)

5. IFT ETs will be streamed during their sea training phase, earlier than individuals that are not on the IFT scheme. An individual will be allocated a stream by the ATA in consultation with ships staff after 6 months sea service. Once streamed, employment on board, where possible, is to be within the allocated Stream. This will enable the IFT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC. This process is not applicable to IFT ET(WE)(CIS) personnel who are streamed on entry into the Service.

6. Pre-course Learning is to be completed in accordance with the policy of the Training School. Where this is not achieved, the suitability of the individual to undertake the course and also remain on the IFT scheme will be determined by the Commanding Officer of the relevant Training School on a case by case basis.

7. Meeting all the promotion criteria as detailed in Para 7508. Engineering Technician (Weapon Engineering) CIS - Entered as Warfare CIS and transferred to WE Branch in April 2015.

8. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course may result in the individual being deselected from IFT and the QC and continuing to serve in the lower rate. Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

*9. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Interim Fast Track and an assessment made on their suitability to remain on Qualifying Course. They will transfer from Interim Fast Track back to Selective Promotion as the eligibility route for future selection.*

*10. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating's advancement if they fail to complete PQC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).*

(Continued)

Notes: (Continued)

11. ***Advancement Due Dates.*** *The following Due Dates for Advancement have been applied to individuals selected at the Jan 15 IFT Selection Board and a record of these are held by the Promotions Office and the ATA:*

a. ET 2 under Phase 2 Training at the time of Selection. A Due Date for advancement to LET of 24 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

b. ET 2 at sea / ET 1 Pre-OPS at time of Selection. A Due Date for advancement to LET of 18 months from the date of selection (to include a minimum of 12 months' sea service). A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

c. ET 1 at OPS at the time of Selection. A Due Date to LET of 31 Mar 16. A future due date for advancement to POET of 36 months seniority, including a minimum of 18 months' sea service as an LET.

d. ET 1 / LET on LETQC at the time of Selection. These individuals were selected on merit for LET and, if not already promoted; their original CPD is to be used as their Due Date for advancement. A future due date for advancement to POET of 36 months' seniority, including a minimum of 18 months' sea service as an LET.

e. LET Pre-OPS at the time of Selection. A Due Date for advancement to POET of 31 Mar 16.

f. *LET at OPS at the time of Selection. A Due Date for advancement to POET of 6 months from the date of selection.*

12. Competence as an ICF trained LET(ME) is achieved on successful completion of the SOC, MEOOW2 and the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET(ME).

13. Competence as an ICF trained LET(WE)/LET(WE)(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual's CDJ. This is to be completed within 18 months' sea service as a LET.

(Continued)

Notes: (Continued)

14. Refusal to Undertake the QC. If a rating decides to refuse the course, they will be deselected from IFT, continue to serve in their current rate and will transfer to Selective Promotion.

15. If for any reason an ET or LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules. Prior to the transfer to selective promotion, a decision will be made by the FTA and CM EGS JR WO1 on the individual's seniority in current rate and suitability for next higher rate training.

10. Career Management

Individuals on the IFT scheme will continue to be assigned by the relevant CMC, but this will be overseen and directed by the CM EGS JR WO1, supported by the relevant ATA.

11. Attending a QC

a. The planning and enrolment of individuals onto a QC will be undertaken by the ATA, in liaison with the CMC. IFT personnel will be provisionally allocated a LET QC start date shortly after completing Phase 2 Training. An IFT LET will be provisionally booked on POET QC 12 months prior to course start. Attendance on both the LET and POET QC will be dependent upon the achievement of all the relevant advancement criteria detailed at Annex 68B. Frequent liaison between the employing ship and the relevant ATA will ensure that Training Schools, CMCs and employing ships can effectively plan the movement of IFT personnel.

b. With a known approximate LET and POET QC start date, the mandatory pre course learning detailed at BR 2000 (3)(1) Chapter 4 and (4)(1) Chapter 4 is to be commenced no later than the point of achieving 8 months' sea service for an ET and 14 months' sea service for an LET. This will allow sufficient time for completion prior to attending the next higher rate Qualifying Course.

c. Pre-course learning completion requirement is not applicable to IFT personnel who have already completed the POET enabling and POET QC as detailed in the Flowcharts.

12. Leadership Training

a. All IFT personnel shall complete LRLC or SRLC, as appropriate, for advancement to the next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department.

b. There may be occasions where a IFT individual is at their Due Date for advancement by time, but has not completed the pre-requisite LC or QC so will not meet the advancement criteria. In consultation with the ATA a Commanding Officer may award the individual the Acting Higher Rate, see Para 6802 and Para 6803.

13. Employment

a. IFT personnel will be employed in complement billets as designated by CMC. The compression of the training timeline in comparison to their non IFT counterparts is achieved through a shorter time spent at sea. The timeline does not allow for periods of employment ashore and CMCs will be directed to ensure that IFT personnel are suitably assigned to sea positions on completion of their QC.

b. IFT personnel are to be employed within ship in the same manner as their non IFT counterparts and are to perform all duties and tasks expected of their role. In order to achieve their training requirements an IFT individual is required to maintain high personal motivation and dedication, supported by the ship with suitable opportunities. With a number of LET positions being either a Deputy or Section Head, consideration will be taken by the ATA to minimise, where possible, the effects due to assigning an IFT LET to, and from, a ship.

c. Where a ship's programme changes, or an IFT individual cannot be suitably employed (such as ships in Upkeep), and the individual will be unable to achieve their advancement criteria, ship's staff are to liaise with the ATA to discuss alternative employment options.

14. Fast Track Failure Policy and De-Selection from Scheme

Once selected, an individual remains on the IFT scheme (ET to POET), unless their progress, performance or standards are deemed insufficient or they voluntarily remove themselves. Additionally, individuals will be removed from the IFT scheme if selected for the UY(E) scheme. Where an individual has not been able to meet the demands and maintain IFT accelerated training delivery they will be de-selected from the IFT scheme and will revert to the selective promotion regulations. The IFT scheme failure and de-selection policy is detailed at para 17 et seq.

15. SJAR Reporting Requirements

Annual SJARs remain a mandatory requirement for all IFT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual remains recommended for IFT and, if appropriate, the individual's potential for the next IFT stage. The SJAR must contain evidence to support these recommendations.

16. IFT Terms of Service

a. The IFT affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that IFT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit's organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and it will be expected that IFT personnel will be appropriately supported, by being placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact on the due date achievement. At all times an IFT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the IFT scheme.

c. To ensure all IFT personnel are fully aware of the changes to their Terms of Service on selection to the IFT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). In signing, they confirm their understanding that, whilst on the IFT scheme, they will not be considered at Selective Promotion Boards and that there may be occasions where the minimum notice for assignment to sea and shore may not be achieved. On leaving the IFT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual which reverses the process (i.e. the individual returns to Selective Promotion and minimum notice for future assignments). The IFT Certificate of Understanding is at Annex 68F.

d. IFT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service period will start on completion of LETQC or POETQC. This will be the case for all IFT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

17. IFT Scheme Failure Policy

a. The failure policy is to be followed for all IFT personnel and is aimed at ensuring individuals remain focussed on meeting the requirements of the IFT scheme. Where it is evident that agreed targets will not be achieved, IFT personnel are to be placed on warning in a timely manner to re-focus the individual and highlight to the ATA the potential delay in the individual's progress.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802, which may prolong an individual's time within the training pipeline. Delays may have an effect on the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings who, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to retain or remove them from the IFT scheme. Ship's or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual's due date for advancement.

18. Automatic Removal from the IFT Scheme

The following occasions will be considered as reason for automatic removal from IFT:

a. Submission of Early Termination request.

b. Not being recommended for advancement.

c. Failure of Leadership Course (LRLC or SRLC).

d. Discipline resulting in Disrating or Career Check.

e. Career Intermission.

f. Does not continue to attract a positive recommend for IFT.

19. De-Selection from the IFT Scheme

a. Once selected, an individual will remain on the IFT scheme unless they;

(1) Submit formal request to be removed from the scheme to ATA.

(2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

(3) Demonstrates professional and/or performance-related reasons for unsuitability.

(4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

(5) Selected for UY(E) Scheme (if failing on this scheme acceptance back onto the IFT scheme will be on a case by case basis as determined by the ATA and FTA).

b. On submission of a request for Early Termination an individual will be de-selected from the IFT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual has been fully briefed on all aspects associated with removal from IFT and serving notice, such as TRoS and being employed at sea during the notice period.

c. On being de-selected from the IFT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual fully briefed on all aspects of removal and that future promotion will be by Selection.

(2) Special SJAR or Insert Slip raised detailing reasons for de-selection.

(3) IFT Certificate of Understanding (Part B) completed by the ATA.

(4) ATA to remove the JPA IFT competence.

(5) Individual's seniority date to be agreed with CM EGS JR WO1 and recorded on JPA.

20. Volunteer for Removal from the IFT scheme

a. At any stage of the scheme an individual can volunteer to be removed from IFT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferring back to the selective promotion route. It is recommended this brief be carried out by the unit HOD or CM EGS JR WO1.

b. The request by an individual for removal from the IFT scheme is to be forwarded to the CM EGS JR WO1 for review and consideration. The CM EGS JR WO1 will provide career advice to the individual, including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below:

(1) The IFT ET is to submit a formal request detailing why they wish to be removed from the IFT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the ATA will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea in a complement billet the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination, but occurs on LETQC or POETQC, the individual will continue on course but subject to selective promotion. All cases will be treated individually and be approved by the CM EGS JR WO1.

c. Individuals removed from IFT will be career managed by their appropriate CMC and employed according to the Needs of the Service.

21. Failure within Professional Qualifying Courses

a. IFT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All IFT individuals are to be considered by the Training School for removal from the IFT Scheme on achieving Tier 2 (WE)[1] and Level 2 (ME)[2] Warnings.

b. Back Class for IFT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual's case will be reviewed by the Training School, ATA and CM EGS JR WO1 to assess the impacts on the individual's training. Where a IFT individual is being back classed then, following liaison with the FTA, the Training School will review the circumstances of the back classing and, on a case by case basis, consider if the individual is to remain on the IFT scheme.

c. Where IFT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming them. Where a module(s) has been missed for Service or Non Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the IFT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM EGS JR WO1 and the FTA.

22. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all IFT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended.

b. Those IFT personnel who fail to pass LRLC or SRLC may be de-selected from the IFT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff, a de-selection from the IFT scheme waiver may be considered. This must be approved by the FTA.

c. On removal from the IFT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank (i.e. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

[1] HMS COLLINGWOOD FOAP(T) PCD-1304.
[2] HMS SULTAN TSOP3:3:3.

23. Fast Track Scheme Rules Regarding Failure

The details given in Table 68E-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case by case basis by the training School in consultation with the CM EGS JR WO1. Where an individual is removed from the IFT scheme, the ATA will complete all relevant actions for the removal of the individual from the IFT scheme.

Table 68E-1. Interim Fast Track Scheme Rules Regarding Failure

Training Point	Reason for Failure	Actions to be completed on removal from Fast Track (Note 10)
Sea Employment as ET2 and ET1	Competence as an ET not achieved within 9 months sea service. Failure of the OPS Assessment (Para 6912) Removal of IFT Recommendation (Note 9) Not completed AB to LH CBRNDC Taskbook	Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
LRLC	Failure of LRLC (Para 6903)	Transferred to Selective Promotion Not to proceed to LETQC Assigned back to CMC and sea as ET1 (Note 7)
Phase 3 Training LETQC	NGT Failure (Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as ET1 (Note 8)
Sea Employment as LET	Competence as a LET not achieved within 15 months sea service. Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Remain at sea as LET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)
SRLC	Failure on SRLC (Para 6903) Pre course documentation in-complete for SRLC (Note 6)	Transferred to Selective Promotion Not to proceed to POETQC Assigned back to CMC as a LET (Note 7)
POETQC	NGT Failure (Para 5750) Back Classed (Note 2) Removal of IFT Recommendation (Note 9)	Transferred to Selective Promotion Assigned back to CMC as a LET (Note 8)

Notes:

1. IFT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School and CM EGS JR WO1 on a case by case basis and may result in removal from the IFT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, an IFT rating may be back classed. When back classed, the individual's seniority and due dates may be adjusted accordingly as directed by CM EGS JR WO1 and FTA.

(Continued)

Notes: (Continued):

3. An individual shall continue in Phase 2 Training following failure is at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the IFT scheme these warnings are to be reviewed upon their removal from the IFT scheme and transfer to Selective promotion or be removed as appropriate. Where a warning is deemed necessary within the Selective promotion route then it is to remain in place. Full clarification from the CM EGS JR WO1 should be sought by units.

5. On removal from the IFT scheme and transfer to Selective promotion whilst serving at sea, the CMC is to ensure that the individual remains in post unless the warning level dictates otherwise. The individual's seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual's control, the individual is to be removed from the IFT scheme.

7. On failure at LRLC or SRLC and following removal from IFT Scheme it is to be recognised that the individual will have completed less time at sea than those on Selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.

8. It is assumed that the failure occurs before due date for advancement to the next higher rate and therefore, by not completing QC, that the individual is not eligible for advancement. All cases will be dealt with on a case by case basis by the FTA and the CM EGS JR WO1.

9. Where an ET is selected for IFT but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC), HOD (Employment) or Training Officer (LETQC and POETQC) may make a recommendation to the CM EGS JR WO1 for the individual to be removed from the IFT scheme.

10. On failure and removal from IFT the ATA will complete all necessary actions and will also liaise with CMC regarding future employment and assignments. Where necessary, the CM EGS JR WO1 will advise on individual cases.

ANNEX 68F

CERTIFICATES OF UNDERSTANDING - TRANSFER TO, OR REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

PART A - TRANSFER TO THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BR 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 - Individual's Details

Full Name (in Capitals)	Service No.	Rate

Date of Selection	Interim Fast Track Start Date	Remarks

Part 2 - Individual's Declaration[1]

I understand that during my time on the EGS Interim Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BR 3(1) Para 6808 and Chapter 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

[1] A copy of the Certificate of Understanding Part A is to be retained by the individual.

Part 3- Accelerated Technician Authority[2]

The above named rating has been transferred to the EGS Interim Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

Advancement To	Date Due Advancement
POET	

Signed: ..... Rank Rate: .....

Name (In Capitals): ..... Date: .....

[2] The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

PART B - REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

Part 1 - Individual's Details

Full Name (in capitals)	Service No.	Rate

The Above Named Rating has been removed from the EGS Interim Fast Track scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

Rate	Seniority Date

Part 2 - Individual's Declaration[3]

I understand that on removal from the Interim Fast Track scheme I:

a. Will return to being subject to selective promotion as detailed in BR 3(1) Chapter 67 and Chapter 74/75*.

b. Will be liable to be assigned to sea or shore units as detailed in BR 3(1) Chapter 59 Section 11.

* delete as appropriate

Signed: ..... Date: .....

Part 3 - Accelerated Technician Authority[4]

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .....

[3] A copy of the Certificate of Understanding Part B is to be given to the individual.
[4] The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.

The following actions have been completed;

a. The individual has been fully briefed on implications of removal from Interim Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

b. All Interim Fast Track competences have been removed from JPA.

c. The Individual's seniority date has been agreed with the FTA and recorded in JPA.

Signed: ..... Rank/Rate: .....

Name (In Capitals): ..... Date: .....

ANNEX 68G

SPARE

ANNEX 68H

SPARE

ANNEX 68I

EGS FAST TRACK PROGRESS REVIEW PROFORMA

Full Name		Service No.	Rate
Date of Selection	**Fast Track Start Date**	**Report for Duty Date**	**Due Date for Advancement**

TRAINING MILESTONE TARGETS to be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit			
ET Sea1 Achievement		ET Sea 2 Achievement	
CDJ Completion		CBRDNC Taskbook Complete	

Review Dates	**Dept Training Coord Comments** to include progress assessment (strengths/weaknesses), CDJ feedback, review of training targets including associated risks or need for rescheduling.	**Training Co-Ord Signature**	**FT Signature**
Month 1 Date:			
Month 2 Date:			
Month 3 Date:			
Month 4 Date:	**ET Sea 1 (ME Harbour/WE Safety Check) due**: ***Passed/Progress/Warning issued?***		
Month 5 Date:			
Month 6 Date:			
Month 7 Date:			
Month 8 Date:			
Month 9 Date:	**ET Sea 2 (CDJ Complete/ ME Sea Qualified) due**: ***Passed/Progress/Warning issued?***		
Month 10 Date:			

Month 11 Date:			
Month 12	**CBRNDC TB complete due**: ***Progress/Warning issued?***		

Command Recommendation for Advancement	**Professional QC Booked (Contact ATA)**	**AO Raised**
DO:	DEPCO:	DEPCO:

ANNEX 68J

FAST TRACK (EGS) PROGRESS WARNING PROFORMA

Full Name	Service Number	Parent Unit
Training Coordinator	**Divisional Officer**	**HOD**

Date Initial Training COORD's Warning Issued		**Review Date**	
Date Level 1 Divisional Officer's Warning Issued		**Review Date**	
Date Level 2 HOD's Warning Issued		**Review Date**	
Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA		Include this proforma with submission letter	

Details of shortcoming that may result in removal from the Fast Track Advancement Scheme			
Remedial Actions Required by next Review			
DO/HOD Name		**Date**	
DO/HOD Signature			

I acknowledge that I have been placed on DO/HOD warning/recommended (*delete as appropriate)* for removal from the Fast Track advancement scheme due to the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the Fast Track scheme.

Signed: ..... Date: .....

ANNEX 68K

ACCELERATED APPRENTICE (EGS) WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA procedures will follow Initial Training Warnings (ITW) (see Paras 5747-5751) and mirror standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

a. The bespoke courses on the AA pipeline.

b. The infrequency of AA intakes and thus the limited opportunity to back class AA trainees. This means that failure often holds a more serious implication than it would for an AET/ET and this should be taken into consideration. To monitor this, the ATA/AA AE RA are to be informed at the earliest opportunity of escalation to a Level 2 Warning in either professional performance or Naval General Training (NGT).

c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA trainees will be classified in the following way:

a. Phase 1 until completion of Initial Naval Training (INT).

b. AA MEGS and WEGS Phase 2 trainees until completion of Sea Phase, and Phase 3 trainees thereafter.

c. AA AE trainees as Phase 2 trainees until completion of QMQS, and Phase 3 trainees thereafter.

3. For AA trainees, both professional and NGT warnings[1] may be used in the following circumstances:

a. Professional warnings may be issued if a trainee fails to progress as expected. Reasons may include, but are not limited to:

(1) Failure to meet the academic standards.

(2) Failure to meet expected CDJ / Taskbook progress.

(3) Failure to comply with safety or instructional rules.

[1] Para 5747.

b. NGT warning may be issued if the trainee fails to meet the standards expected of a probationary LET. These may include, but are not limited to, the following:

(1) Failure to demonstrate the correct attitude of an LET.

(2) Disruptive, disobedient or inappropriate behaviour.

(3) Poor punctuality.

(4) Any discipline issues.

4. A brief on the warning process will be given to all AA trainees at the start of Phase 1 Training. Trainees will sign to acknowledge receipt of this briefing.

5. Phase 1 Warnings Policy

AA trainees will fall under the same warnings policy as all trainees during INT. It should be noted that the back classing of AA recruits will be by exception and at the BM's discretion.

6. Phase 2 Warnings Policy

For the duration of this phase the AA trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

(1) **Enabling Course.** The Chain of Command will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and gained no further warnings related to NGT – this reduction is at the discretion of the Chain of Command in conjunction with the issuing officer. If not enacted, the trainee will carry the NGT warning to the Sea/Field Phase for review after a minimum of one month and a maximum of 3 months.

(2) **Sea/Field Phase.** In case of an AA trainee completing Sea/Field Phase with a Level 1 or Level 2 Warning, the warning will be removed. If a trainee completes Sea/Field Phase with a Level 3 Warning in place, then the ATA/AA AE RA will consider implementing the Phase 2 failure policy. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been met then the trainee will retain the Level 3 Warning to LETQC/LAETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

b. **Task Books.** Formal progress checks are to be conducted to ensure the AA trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

7. Phase 3 Warnings Policy

MEGS, WEGS and AE AA trainees are on the UTS until the completion of their Qualifying Course and SRLC (MEGS / WEGS) or LRLC (AE). While UTS, all AA trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their S-T-P counterparts.

8. Phase 2 AND 3 Warning Reviews

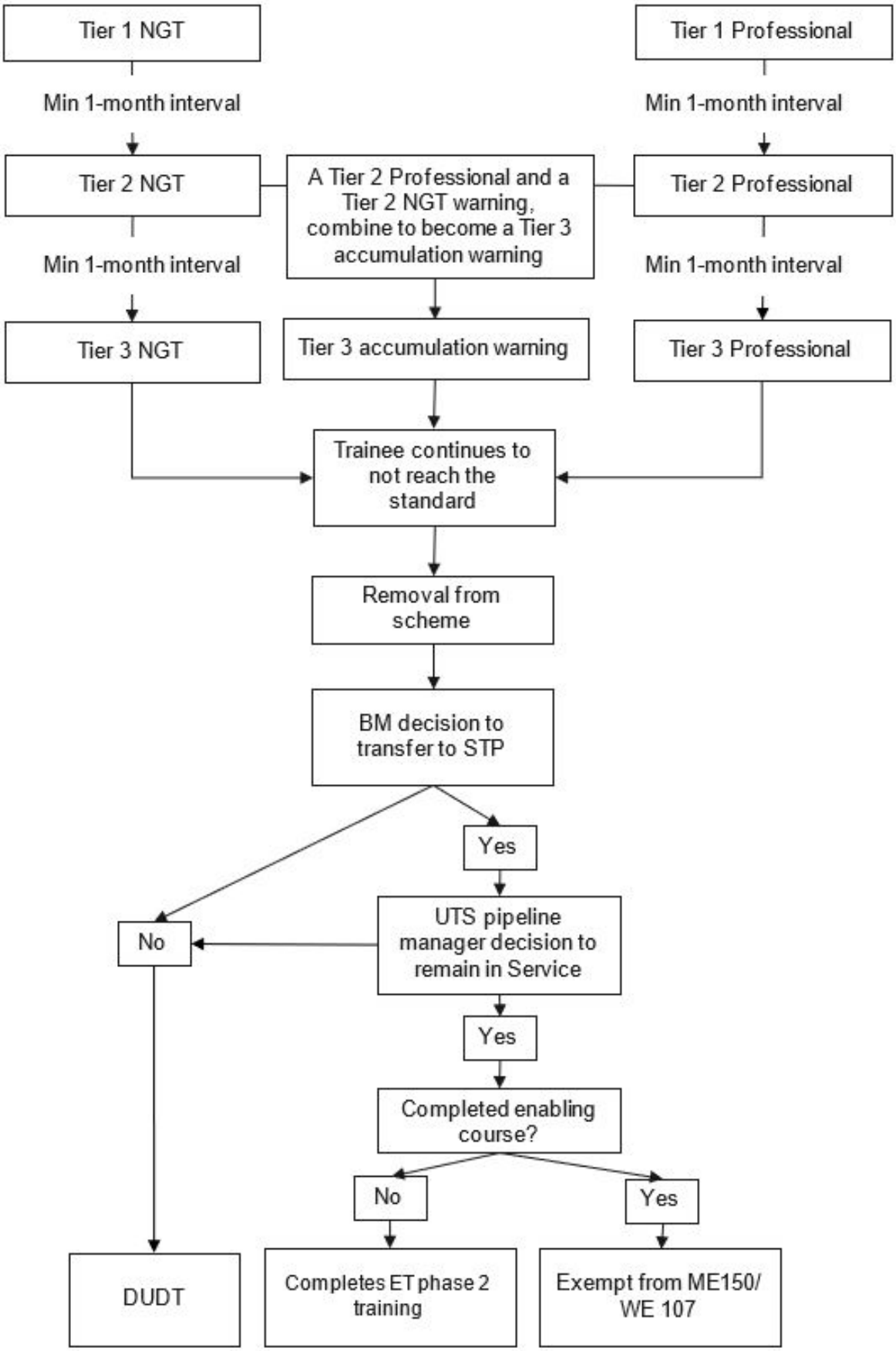
All warnings in Phases 2 and 3 should be reviewed every 1-3 months to ensure they remain valid. Despite this, additional warnings may accrue during the review period. There should, however, be a minimum interval of one month between issuing of warnings of the same type to ensure the trainee has time to address their failings. The reasons for issuing NGT and professional warnings are described in Para 3. The two warning types are discrete and used to address different failures in training. For that reason, at Tier 1, NGT and professional warnings are discrete and have no influence on each other however, in accordance with Chapter 57, if an AA trainee accrues a Tier 2 warning in both categories simultaneously, there is an automatic escalation to an accumulated Tier 3 warning.

9. Removal From AA Scheme Resulting From Warnings

If the AA trainee fails to maintain the required standard whilst on a Tier 3 warning, with authorisation from the Branch Manager (BM), they may be removed from the AA scheme and the actions followed in Para 26. In recognition of the need for timely action within the course, AA warnings do not require the raising of supporting appraisal reports. Instead, the AA/FT progress warning proforma[2] is completed.

[2] CH 68 Annex 68J.

Figure 68K-1. EGS AA Removal from Scheme (Warnings)



10. Removal From AA Scheme Resulting From Excessive Delay In Training

a. To minimise risk and allow the re-allocation of spaces on downstream courses, AA trainees may be removed from their associated scheme. If the trainee is unlikely to fulfil the necessary requirements within an additional 52 weeks of the standard scheme length, the removal may be authorised by the BM. If an AA or FT trainee is expected to meet their required training timeline by an excess of 52 weeks, outside of service reasons, they may be removed from scheme. If the 52-week delay is anticipated, the decision to remove a trainee from the scheme may be made before the 52-week limit has elapsed. The 52 weeks may be an accumulation of time over the training period and need not run consecutively.

b. The 52-week limit may include the inability of a trainee to undertake training due to an MND/MLD medical category or exceptional compassionate case. If the medical category is attributed to a service induced injury, the delay in training does not contribute towards the 52-week limit. For clarification, whether an issue is attributable to the Service, guidance should be sought from JSP 765[3]. The compassionate issue or medical category preventing training may be a combination of MND, MLD and compassionate leave and need not necessarily consist of 52 weeks of a singular type. Under the rules stipulated in JSP 760[4], pregnancy is a protected trait. Any periods of maternity/paternity leave do not count towards the 52 weeks accumulated total.

c. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer to the Select, Train, Promote (STP) stream. The request is sent by the ATA to the NAVY TRG HQ-PM RATINGS MANAGER (NAVY PEOPLE-TRG TMG HQ SO2 UTSPM) for authorisation[5]. If the transfer is not authorised or the trainee declines the transfer, the result will be DUDT.

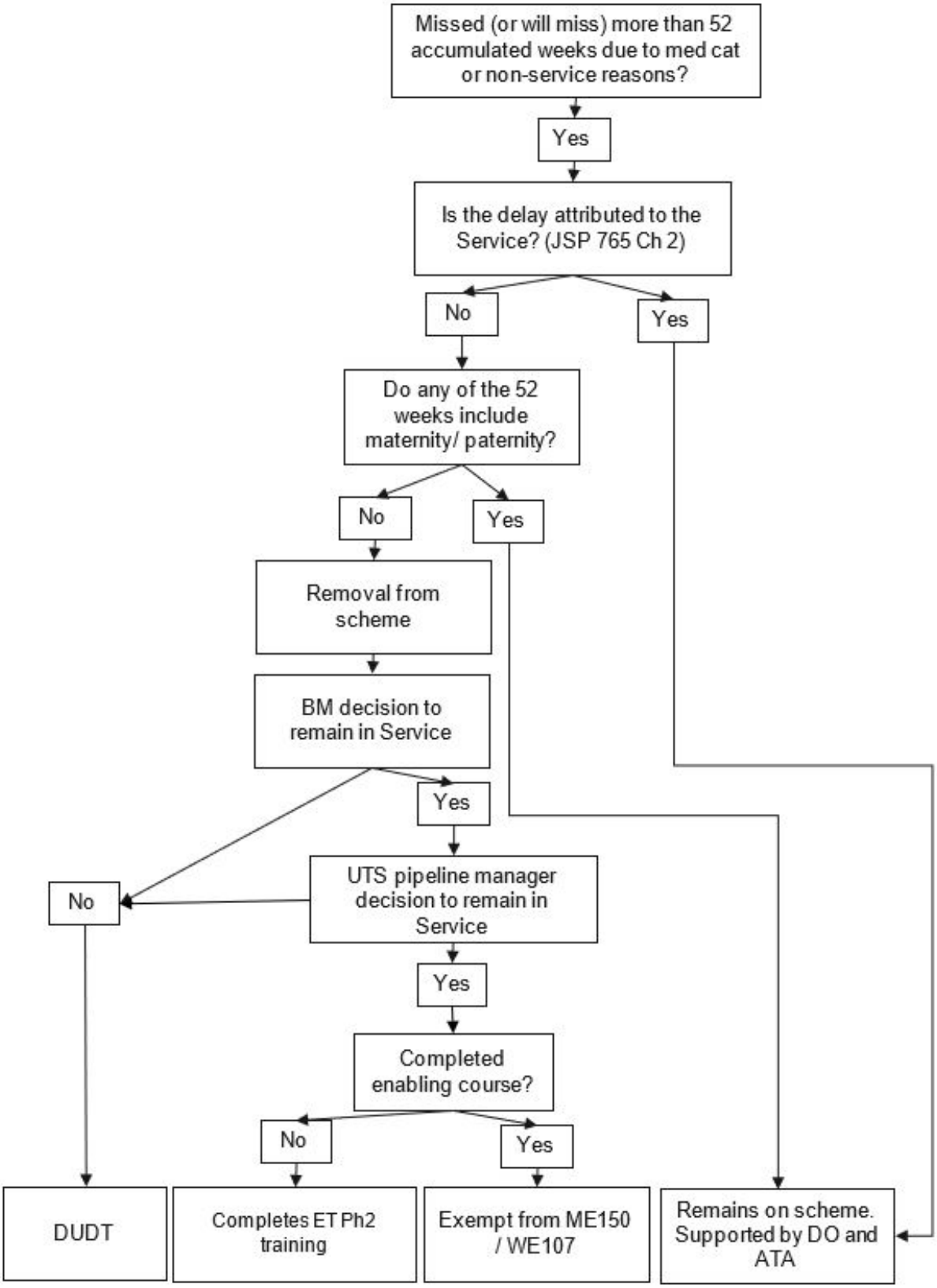
d. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process will be followed at Para 5116.

e. Individuals removed from the scheme will be awarded the rate of AB2 and paid at the level of OR-2-3, or LET and paid at the level of OR-4-3 to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

f. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course. For ESM: The individual must have completed either ETICC or LETQC in order to be employed onboard as an AB2.

[3] JSP 765 Ch 2
[4] JSP 760 Ch 24.9
[5] BR3 Ch 5112

Figure 68K-2. EGS AA Removal from Scheme (Excessive Delay in Training) Flowchart



11. Phase 1 Failure Policy

a. AA trainees will be subject to the same failure policy during Phase 1 as all other trainees with the following options available following the recommendation from the Phase 1 staff:

(1) DUDT.

(2) Re-categorise to ET/AET at the BM's discretion.

(3) Branch transfer at the BM's discretion. Individuals have no automatic right to be offered a branch transfer when on the UTS and, although they can request a particular branch, availability will depend on the needs of the Service.

b. **Medical or Welfare Failure to Complete Training.** If, due to medical or welfare reasons, an AA trainee does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the BM/ATA on a case-by-case basis. Options available include the following:

(1) DUDT with the option of re-applying if eligible.

(2) Continue INT when fit and do the full Phase 2 courses but remain AA.

(3) Holdover until the next AA entry.

12. Phase 2 Failure Policy

a. The options as a result of failure on the bespoke elements of the AA pipeline are as follows:

(1) **DUDT.** As all AA trainees will be on the UTS, due to MOD policy for Care of Trainees, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment. As such, any AA trainee on Sea Phase recommended for DUDT must be reassigned back to the relevant Phase 2 Training Authority for DUDT action to be enacted.

(2) **Offer of Branch Transfer.** In the case of any AA facing DUDT, the relevant BM will consider whether the individual is suitable for another branch or specialisation. The trainee's DO must make a firm recommendation before a branch transfer is considered by the BM.

(3) **Offer of Re-Categorisation to AET/ET.** AA trainees do not have the option of being back-classed, owing to the infrequency of AA Enabling Courses (two per annum for GS/AE and four per annum for SM). The Phase 2 Training has been designed to be more condensed than the full Phase 2 Career Course, and as such is more challenging. The BM may therefore deem that an AA trainee who has failed the AA Enabling Course, may be successful on the normal Phase 2 Career Course, and therefore may offer the option to re-categorise as an ET in the relevant branch to complete the relevant AET/ET career courses.

(4) **Retained AA.** Retained by the BM and continue the AA pipeline on risk or offered an extension of their current phase - both options are by exception.

b. **EGS Sea Phase.** By exception, AA trainees may have an extension of the EGS Sea Phase.

c. **Failure due to Medical or Welfare Reasons.** If the AA is deemed capable of recovering the following options will be considered on a case-by-case basis:

(1) Holdover until the next AA entry.

(2) Continuance of training with bespoke management by the ATA/AA AE RA to compensate for lost training.

(3) Offer of Re-Categorise to AET/ET within the same Branch.

d. If, for medical reasons, an AA trainee cannot complete Phase 2 Training and is judged to be incapable of recovering to full medical fitness, the RNMBOS process will be enacted to remove that trainee from training under DUDT procedures.

e. **Able Rates Leadership Course (ARLC).** All AA trainees, with the exception of AA(SM)s, will need to complete ARLC during Phase 2 and in doing so will be subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received while on ARLC will not accumulate with existing training warnings from the AA training pipeline. If an AA trainee is unable to complete ARLC, however, due to either a compassionate or medical issue, this will be handled on a case by case basis, considering the point at which that individual was removed from course and their success up until that point. The AA Trainee's DO will be notified of any shortcomings via the end of course report. In the event of a complete ARLC failure, remedial action will be decided by the BM in conjunction with ARLC staff.

13. Phase 3 Failure Policy

a. If an AA trainee fails a Phase 3 Training course, following normal re-sit opportunities, the ATA/AA AE RA will liaise with the BM and the training establishment to determine a suitable course of action, on a case by case basis. As AA trainees are on the UTS they cannot be 'Returned to Unit' (RTU). The options in Para 19 remain extant but considerations should be made for back classing as these are standard S-T-P courses at the end of the pipeline and thus there is increased flexibility. This will be reviewed by the BM on a case by case basis.

b. If an AA trainee cannot proceed on their current LAET/LET/POETQC due to reasons beyond their control eg. medical downgrading, they are to be locally managed to facilitate the completion of the required modules in as timely a manner as possible. This may result in the trainee being back-classed into the next available Qualifying Course.

14. AA Failure At Leadership Course

a. Whilst attending leadership courses AA trainees are subject to Royal Arthur Squadron's warning process. This is a standalone process and, as such, any warnings that may be received whilst on leadership course will not accumulate with existing training warnings from the AA training pipeline. Time spent in a medical category rendering the trainee unable to attend leadership training, however, will count towards the 52 weeks training delay limit (Para 10).

b. If an AA trainee fails the written assessments and presentation elements of SRLC/LRLC, then further progress on the AA scheme will be at the discretion of the BM. If an AA fails SRLC/LRLC at the end of the final week they will continue with professional training on LAETQC/LET/POETQC but must also retake and re-sit the Week 4 assessment. The period at which that individual will be able to return and complete SRLC/LRLC will be managed by the AA AE RA/ATA, in consultation with RNLA and Phase 3 Qualifying Course lead school. Failure of AA trainees to complete SRLC/LRLC successfully at a 'second' attempt, not arising from medical grounds, will lead to DUDT. For AE, EGS and SM, the transfer of failed AA trainees to the STP stream may be applied, as detailed at Para 26.

15. Removal From AA Scheme

a. If an AA trainee is removed from the scheme, with authorisation from the BM, the individual may be offered a branch transfer into the Select, Train, Promote (STP) stream. The ATA is to send a request to the NAVY PEOPLE-TRG TMG HQ SO2 UTSPM for authorisation[6]. If the transfer is not authorised, or the trainee declines the transfer, the result will be DUDT.

b. Should an AA trainee choose to transfer voluntarily to the STP stream, the standard authorisation process in Para 5116 will be followed.

c. The individual will be awarded the rate of AB2 and paid at the level of OR-2-3 or LET and paid at the level of OR-4-3 , to show consideration of their previous years' service. Any removal from the AA scheme will not affect their opportunity to apply for FT in the future after completion of LETQC. Removal from the AA scheme will prevent any future internal entry into the AA scheme.

d. For EGS: If the individual has successfully completed their AA enabling course, they are able to be employed as an AB2, according to the needs of the service. If a trainee has not completed the enabling course, they will be required to complete their respective Engineering Technician Initial Career Course.

[6] Para 5112.